

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, January 23, 1957

Lansing, Michigan,

January 23, 1957.

A. Meeting called to order by Chairman Gray at 7:00 P.M. (This meeting takes the place of the regular meeting scheduled for January 16, 1957 which was postponed for one week.)

B. Roll Call.

1. Present: Commissioners Gray, Griffen, Kelly and Rogers.

2. Absent: Commissioners Gunnell, Maynard and Schultz.

B-1. The Commissioners present together with Mr. Ziogas, Manager, made an inspection of all the kitchens, which was conducted by Mr. Ed LaMotte, Food Supervisor. Mr. LaMotte showed the Commissioners some of the work which had been done and compared it with conditions which have not been corrected, emphasizing certain things which should require special attention. The Commission agreed that the kitchen and equipment looked better than it has ever looked before. The inspection concluded at approximately 8:00 P.M., at which time the meeting was resumed in the Commission Room.

C. Reading of Minutes.

The minutes of the regular meeting of January 2, 1957 were read.

In paragraph D-1, line 2, the words "fees for the offices in the Civic Auditorium" should be deleted and in its place substituted the words "rates of the facilities of the Civic Center".

In paragraph F-2-a, the date February 11, 1957 should be changed to February 20, 1957.

In paragraph F-2-b, the date February 20, 1957 should be changed to February 11, 1957.

The minutes of the meeting of January 2, 1957 were approved as corrected.

D. Report of Committees.

1. Parking Committee.

The Parking Committee had reviewed a revised parking program for the Civic Center Office wing parking lot which takes into consideration the needs and requirements of all tenants of the office wing, and recommended its approval by the Commission. The Committee also reviewed and recommended for approval several plans for signs to be made and placed in the parking lot. It was moved and supported that the recommendations of the Parking Committee be approved. Motion carried.

2. Veterans Committee.

A request was presented by the Veterans for approval of construction of coat racks in some of the committee rooms in the Veterans' wing. The Commission approved the purchase of the necessary coat racks for the Veterans' rooms and expressed their appreciation to the Veterans for offering to manufacture the equipment themselves.

3. Ways and Means Committee.

A discussion of the budget proposal for 1957-58 was deferred until the end of the agenda.

E. Unfinished Business.

1. The resignation of Mr. Ed LaMotte, Food Supervisor, to be effective February 1, 1957 was presented to the Commission. It was moved and supported that the resignation be accepted. Motion carried.

2. It was moved and seconded that the necessary steps be taken to fill the position of the Food Supervisor. Motion carried.

3. There was considerable discussion regarding the several aspects of the catering agreement.

It was moved and supported that in order for a catering firm to continue to operate in the Civic Center, that the "CATERING AGREEMENT" must be signed no later than February 1, 1957. Motion carried.

It was moved and supported that all caterers who have operated in the Civic Center should be notified that exclusive of food service contracted for prior to November 6, 1956, all food served after December 10, 1956 shall be subject to an additional 8% if it has not already been paid in accordance with the City Council's resolution of November 19, 1956. Motion carried.

F. New Business.

1. The request of Mr. C. V. Eschbach of Merrill Lynch, Pierce, Fenner and Beane to display an 8' x 10' exhibit in the Civic Center free of charge was denied.

2. It was moved and supported that the Manager of the Civic Center was directed by the Commission to contact the City Council in writing requesting that the books of the Civic Center be credited in the amount of \$8,018 which represents the difference between the amount of rental received from the Chamber of Commerce and the value of the floor space actually used. Motion carried.

3. Review and discussion of the 1957-58 proposed budget deferred until the end of the agenda.

4. It was moved and seconded that a new Account 1-A-12, Gasoline and Oil be established and that the Ways and Means Committee of the City Council be requested to transfer \$50.00 from Account 1-A-10 to 1-A-12. Motion carried.

G. Manager's Report

1. Adjustments have been made to the gates in the main parking lot by Mr. Ron Reid and Mr. Murray of the Western Weighing Company, "winterizing" the parking lot.

2. The Manager reviewed the building rental report for December, 1956.

3. The Manager reviewed the monthly operating statement for December, 1956, pointing out that for that particular month, there was a profit of \$2,835.19. The Commission commended the Manager and his staff for what they believe was a remarkable showing, especially since the Civic Center has been operating for so short a period of time.

4. It was moved and supported that purchase orders number:

1195 for \$441.42, Reniger Construction Company

1258 for \$215.59, Lanco Electric Company

1260 for \$210.72, Maintenance Supply Company

1272 for \$396.13, Sohn Linen Service

1280 for \$281.97, Adams Potato Chip Company

be approved. Motion carried.

5. It was moved and supported that vouchers in the amount of \$1,820.03 and \$4,102.99 to the Board of Water and Light be approved. Motion carried.

H. Announcements—none.

D - 3 and F - 3

A copy of the proposed budget for the fiscal year 1957-58 and a supplemental budget for the month of May and June, 1958, was given to each of the Commission members present.

The proposed budget was reviewed in detail and the Chairman instructed the various committees concerned to review that portion of the proposed budget pertaining to their committee and be prepared to report back to the Commission with their recommendations at the next regular scheduled meeting, February 6, 1957. If a special meeting is needed before that time the Commission members will be so notified.

I. Adjournment.

Meeting adjourned at 12:10 a. m.

FRANCIS P. KELLY,
Acting Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, February 20, 1957

A. Meeting called to order by Chairman Gray at 7:30 P.M.

B. Roll Call:

1. Present—Commissioners Gray, Griffin, Kelly, Maynard, Schultz, and Mgr. Ziogas.
2. Absent—Commissioners Gunnell and Rogers.

C. Reading of Minutes by Secretary.

Minutes of meeting of Feb. 6, 1957, read and approved.

D. Report of Committees.

1. Personnel and Salaries.

Chairman Kelly reported that a discussion was held with Mr. Dan Bodwin on Personnel employed by the Civic Center. Change of classification was the primary subject of conversation. No definite action has as yet been taken.

2. Veterans.

Chairman Lyle Griffin reported that a meeting was held with the Executive Council of the Lansing Council of Veterans Organizations regarding the rearrangement of meeting times for Saturday and Sunday. The purpose behind this rearrangement was to reduce compensatory time. Further discussion will be held later.

3. Ways and Means.

Chairman Kelly reported on a meeting held with the Manager concerning the Proposed Budget of 1957-58. A recommendation was made to Manager Ziogas that items listed in 2-A account (Capital Outlay) be divided into three priority classes and that the entire budget together with work sheets, be submitted to the City Council for approval.

E. Unfinished Business.

1. Employment of Food Supervisor.

It was recommended that applicants be screened and processed by the committee. Their first choice applicants will then report for interview before the entire commission.

2. Comments—Budget 1957-58.

The draft of the Proposed Budget for 1957-58 as submitted on January 22, 1957, was presented to the Commission by the Manager for approval.

Redraft approved.

3. Letter of Mr. Sol Steadman of Hot Rod Assn. was read and placed on file.

4. Report of Larceny on Sunday, February 3, 1957.

Manager Ziogas reported on the larceny which occurred on Sunday, February 3, 1957. Record on file with Police Dept.

5. Rental—Veteran's Organizations.

This matter was referred to Chairman Griffin of the Veterans Committee for necessary action.

F. New Business.

1. Communication—Michigan State Tax Commission.

Letter received from Mr. Edward W. Kane, Secretary of the Michigan State Tax Commission, regarding additional parking facilities. Matter was referred to Parking Committee for study and action.

G. Manager's Report.

1. Monthly operating statement for January was presented to the Commission.

2. Approval—Purchase Orders.

Moved and supported that P.O. 1459 for \$604.00; P.O. 1462 for \$374.04; P.O. for \$242.45 be approved.

Carried.

H. Announcements.

None.

I. Adjournment.

Meeting adjourned at 9:10.

WILLIAM R. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, March 6, 1957

Lansing, Michigan,
March 6, 1957.

A. Meeting called to order by Chairman Gray at 7:30 P.M.

B. Roll Call.

1. Present: Commissioners Gray, Griffin, Kelly, Maynard, Schultz, and Mgr. Ziogas.

2. Absent: Commissioners Gunnell and Rogers.

C. Reading of Minutes by Secretary.

Minutes of meeting of February 20, 1957, read and approved.

D. Report of Committees.

1. Leases and Rentals.

Mgr. Ziogas recommended that a meeting of the Leases and Rental Committee be held for the purpose of covering minor changes that he would like to propose on the Lease forms prior to reordering.

2. Veterans.

A general report was given by Chairman Lyle Griffin on recommendations and suggestions made by the committee regarding several small problems concerning use of the veterans facilities. It was agreed that organizations be notified of the action taken.

Also, Commissioner Griffin, reported on a communication from Lansing Council of Veterans Organizations, which was referred to the Commission by the City Council. The letter concerned (1) compensatory time for custodians, (2) additional custodian, (3) reimbursement to custodians for Saturday and Sunday work.

Action taken is described under E—Unfinished Business.

3. Personnel and Salaries.

Chairman Kelly informed the commission that twelve applicants had been screened for the position of Food Supervisor and that Messrs. Wisch, Gaymer, Mayotte, and Askie were the most qualified from the standpoint of education, work experience, and references. He called a meeting for Saturday P.M. for the purpose of interviewing the candidate recommended by the Committee.

E. Unfinished Business.

Communication—Lansing Council of Veterans Organizations regarding work of veterans custodians.

This matter was covered in Veterans Committee Report above. Moved and supported that the committee work out the details to solve this problem to the best advantage of all concerned.

F. New Business.

1. Communication—Lansing Council of Veterans Organizations regarding reduction of fees for Veterans Organizations banquets.

Leases and Rental Committee will review the entire rental structure at a later date. Information regarding this request will be referred to the Commission after this review has been completed.

2. Use of beer in Civic Center on Holidays.

The City of Lansing has an ordinance which prohibits the sale of beer or wine on any Sunday, Legal Holiday or Election Day. The auditorium was unable to accommodate a request by a large Brewing concern for the use of the dining facilities due to this regulation which resulted in a loss of revenue both by the auditorium and local

business. This matter was discussed and referred to the Operation and Policy Committee for a complete study.

G. Manager's Report.

1. Acoustical Problem—Main Auditorium.

A meeting was held with representatives of Smith, Hinchman & Grylls, and Munson architect personnel on matters pertaining to the sound equipment in the Main Auditorium and the acoustical problems that have arisen. Mgr. Ziogas will report back on the results of this and subsequent meetings.

2. Parking.

An eight working day survey was taken of the parking lot west of the Chamber of Commerce office and results show that it is possible to take care of the request made by the Michigan State Tax Commission. A report and recommendation will be given at the next regular meeting.

3. Building Rental Report — February, 1957.

This report showed a total of 129 separate uses with a total rental amount of \$5,355.75.

4. Comments regarding Operating Statement for January, 1957.

Mgr. Ziogas covered in detail the monthly operating statement for January which showed a net operating profit of \$128.27.

5. Approval—Purchase Orders.

Moved and supported that P.O. 1471 for \$392.51 and also voucher for \$5,518.39 for the Board of Water and Light be approved.

Carried.

H. Announcements.

1. Personnel and Salary Meeting—City Hall—March 9—9:00 P.M.

I. Adjournment.

Meeting adjourned at 9:45 P.M.

WILLIAM R. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Special Meeting, March 9, 1957

CIVIC CENTER

Lansing, Michigan

Special meeting of the Civic Center Commission, March 9, 1957 at 5:00 P.M., Civic Center, Manager's Office.

Present: Commissioners Griffen, Kelly, Maynard, Rogers, Schultz and Manager Ziogas. (Mr. Schultz, Acting Chairman.)

Absent: Commissioners Gray and Gunnell.

The Personnel and Salary Committee recommended that Mr. Darrell Askin be interviewed by the Commission for the posi-

tion of Food Supervisor III, since in its opinion, he was the best qualified candidate available for the salary and under the conditions existing at the present time.

After lengthy questioning, it was moved and supported that Mr. Askin be appointed to the position of Food Supervisor III, vacated by Mr. LaMotte on February 1, 1957, effective as soon as he can be processed by the Personnel Office.

Motion carried.

Meeting adjourned at 5:40 P.M.

FRANCIS P. KELLY,
Acting Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, March 20, 1957

Lansing, Michigan,

March 20, 1957.

A. Meeting called to order by Chairman Gray at 7:30 P.M.

B. Roll Call:

1. Present—Commissioners Gray, Griffin, Gunnell, Kelly, Maynard, Rogers, and Manager Ziogas.

2. Absent—Commissioner Schultz.

C. Reading of Minutes.

The minutes of the regular meeting of Wednesday, March 6, were read.

In paragraph F, sub-paragraph 2, line 2, the words "legal holiday" should be omitted.

In paragraph H, sub-paragraph 1, "9:00 P.M." should be "3:30 P.M."

The minutes were approved as corrected.

The minutes of the special meeting of the Civic Center Commission held on March 9, 1957, were approved as read.

D. Report of Committees.

1. The Chairman of the Leases and Rentals Committee reported that the rental structure of the several facilities of the Civic Center were under study and review.

2. The Chairman of the Veterans Committee reported on the veterans' meetings and the overtime of Mr. Wheeler and Mr. Todd.

3. The Chairman of the Personnel and Salaries Committee reported on a meeting of that committee with the corresponding committee of the City Council on March 9, 1957, at which time recommended changes were discussed.

E. Unfinished Business.

1. The Manager gave a report on his survey of the office building parking lot. The Manager was instructed to contact some of the tenants in order to determine whether or not some parking space might be released to the Tax Commission.

2. The Chairman of the Veterans Committee reported on recent communications to the Lansing Council of Veterans Organizations.

F. New Business.

1. Five members of Local 105, AFL-CIO requested and were granted an opportunity to appear before the Commission. The items for discussion had been presented to the Mayor, the Personnel Director and the Lansing City Council in a communication, copies of which were never referred to the Civic Center Commission. Their letter (undated) is made a part of the minutes of this meeting. It was pointed out to the Committee that it was not the function of the Civic Center Commission to recommend basic changes in the compensation schedule as approved by the Council, but rather to recommend individual changes for employees under the jurisdiction of the Civic Center Commission.

2. The Manager presented, and the Commission reviewed, a report on the question and problem of catering in the Civic Center.

3. It was moved and supported that Manager Ziogas or Mr. Marshall be authorized to open bank accounts for deposit only for out of town promoters doing business at the Civic Center.

Motion carried.

This action was taken in response to a request of Mr. Peck of the Michigan National Bank.

G.

1. The Manager requested a meeting with the Ways and Means Committee of

the Commission regarding the monthly operating statement.

2. The Manager requested a meeting with the Leases and Rentals Committee regarding the present rental structure.

3. The Manager presented a report regarding food and concession contracts of auditoria throughout the United States.

4. The Manager reported that the War

Memorial Auditorium in Rochester, New York, had an operating deficit of \$89,000 for the first year of operation.

H. Announcements.

None.

I. Meeting adjourned at 10:00 P.M.

FRANCIS P. KELLY,
Acting Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, April 3, 1957

Lansing, Michigan,

April 3, 1957.

A. Meeting called to order by Chairman Gray at 7:30 P.M.

B. Roll Call.

1. Present—Commissioners Gray, Griffin, Gunnell, Kelly, Maynard, Rogers, Schultz and Russell VerPlanck.

2. Absent—Mgr. Zlogas.

C. Reading of Minutes by Secretary.

Minutes of meeting of March 20, 1957, read and approved.

D. Report of Committees.

1. Ways and Means.

Chairman Kelly reported that with the beginning of the new fiscal year, the commission would receive a running account showing Receipts and Disbursements, as well as a monthly report.

2. Building and Property.

Chairman Rogers reported on a catering problem which centered around the question of responsibility on clean up.

3. Parking.

Chairman Kelly informed the commission members that the survey made on the southwest parking lot, indicated a possibility of allocating three parking places to the Tax Commission.

E. Unfinished Business.

None.

F. New Business.

None.

G. Manager's Report.

1. Russ VerPlanck gave a brief report on the "Highlights List" Coverage with the Chamber of Commerce, Radio Stations, Newspapers, etc., were also discussed and it was generally agreed that this matter be turned over to the Public Relations Committee for study.

2. Knights of the Road dance on April 6th. This even was discussed and approved by the Commission.

3. Moved and supported that P. O. 1537 for \$728.93 (Adams) and P. O. 1538 for \$1,070.39 (Coca-Cola) be approved.

Carried.

4. Russell VerPlanck presented the monthly report which showed a rental total of \$7,327.25 for the month of March.

H. Announcements.

None.

I. Adjournment.

Meeting adjourned at 9:50 P.M.

WILLIAM R. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, May 16, 1957

Lansing, Michigan.

Minutes of Regular Meeting, Civic Center Commission, Thursday, May 16, 1957.

A. Meeting called to order at 7:30 by Chairman Gray.

B. Roll Call.

1. Present: Commissioners Gray, Gunnell, Griffin, Kelly, Rogers, Schultz and Manager Ziogas.

2. Absent: Commissioner Maynard.

C. Minutes of previous meeting were read and approved.

D. Report of Committees.

1. Parking Committee. Commissioner Kelly reported that it would be possible to take one parking place from the United Fund or Welfare League and reassign to the Michigan State Tax Commission.

2. Personnel and Salaries Committee. Commissioner Kelly reported that the secretary engaged to transcribe the minutes of the regular commission meetings would not be available until final approval is obtained for paying the \$4.00 per meeting as approved by the commission. Manager Ziogas was instructed to obtain necessary approval or a procedure to be followed in paying for the services of a secretary.

E. Unfinished Business.

1. Commission received a reply on letter of April 25, 1957, requesting top-priority for snow removal, addressed to Mr. Collins Thornton, Director of Public Service. Mr. Thornton advised the commission to again discuss with the Ways and Means Committee, or request for the necessary equipment to be used by the Civic Center for snow removal. Commissioner Griffin moved that this matter be referred to the Building and Property Committee.

Motion carried.

2. O. J. Munson made a comprehensive study on the evaluation of acoustical prob-

lems and sound equipment and the results were read by Manager Ziogas. This information was referred to the Building and Property Committee for further action.

3. As an outgrowth of a meeting held with the Ways and Means Committee of the Council, the idea was proposed that members of the Commission discuss with representatives of the Board of Water and Light Commission, the feasibility of the Civic Center obtaining a preferential rate in purchasing of bulbs, electricity, steam and water from the City. As a result of these contacts, no constructive information was obtained.

4. It was moved and supported that the election of officers, which would normally be held at this time, be deferred until the new charter goes into effect on July 1st.

Motion carried.

F. Manager's Report.

1. Operating statement for fiscal year ending April 30, 1957, was presented to the Commission for further study. Commissioner Rogers stated that the amount of \$7,718.00, which represents the difference between the regular \$3.00 per square foot rental rate for office space and the amount paid by the Chamber of Commerce, should appear under Receipts rather than a notation at the end of statement. Chairman Gray informed the Commission that he was assured a few weeks ago by the Ways and Means Committee that proper credit would be issued to the Civic Center.

2. A report was made on various types of activities conducted in the Civic Center during the first complete fiscal year of operation. Totals: 1396 events; 377,644 approx. attendance.

3. The Manager requested a meeting with the Leases and Rentals Committee to study and review the present rental rate structure that is used in the Civic Center. Commissioner Gunnell suggested that a meeting be held as soon as practical to determine any necessary changes.

4. A report was made on the formation and plans of the American Basketball Association. It is the desire of the A.B.A. to include Lansing as a member of the Eastern Unit in the league. Further action will be taken at a meeting in Ft. Wayne, Ind., on May 17th and the manager will attend.

5. Manager informed the Commission of action taken to reset the loose marble facing located at the N.W. corner of the building.

6. Monthly statement for April was presented to the commission.

7. Manager read a timely article that appeared recently in the VARIETY. Article concerned problems in booking of events by municipally-owned Auditoriums and management of such buildings.

8. The Commission approved a voucher for payment of \$4,843.28 to the Board of Water and Light for steam, electricity and water used the past month.

G. New Business.

Messrs. Joe Foster and Richard Hicks, representatives of Community Chest, met

with the Commission for the purpose of using the Main Auditorium this fall at a reduced or free rental. Plans call for five large meetings during the campaign, namely: Kickoff Dinner, three luncheons and Victory Dinner. Matter will be given further study and consideration.

H. Announcements.

Manager Ziogas asked Chairman Gray and Ex-Chairman Gunnell to be special guests on the stage for the Sammy Davis, Jr. Show on May 22nd. Invitation included the wives of the above-named commissioners.

I. Adjournment.

Meeting closed at 10:00 P.M.

WILLIAM R. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, June 19, 1957

A. Meeting called to order by Chairman Gray at 7:30 P.M.

B. Roll Call:

1. Present: Commissioners Gray, Gunnell, Griffen, Kelly, Rogers, Schultz, Maynard and Manager Ziogas.

Absent: None.

C. Minutes of the meeting of May 16, 1957, were read and approved.

D. Report of Committees.

Chairman Kelly of the Personnel and Salaries Committee reported that twenty-seven applicants had been screened for the position of Building Superintendent. The three best qualified were Messrs Charles Beatty, Eugene Brown, and William Boechmann.

Manager Ziogas recommended the appointment of Mr. Eugene Brown as soon as possible to the position.

It was moved and supported that the recommendation of the Manager in appointing Mr. Eugene Brown to the position be approved.

Motion carried.

E. Unfinished Business.

1. Communications.

a. It was reported that a letter dated May 24, 1957, had been forwarded to the Civic Center Committee of the City Council on the question of obtaining necessary funds for acoustical treatment of the main auditorium, but no answer has been received to date.

b. A letter dated May 18, 1957, from the Ingham County Community Chest requesting the use of the main auditorium in the Civic Center for five major report meetings was read.

After a lengthy discussion, it was moved and supported that the City Council be requested to approve an exception to the existing rental structure of the Civic Center and that the request of the United Community Chest of Ingham County, Inc. for free use of the main auditorium to conduct five major report meetings during the 1958 campaign be approved..

Motion carried.

F. Manager's Report:

1. The Building Rental Report for May, 1957, was reviewed.

2. The monthly Financial Report for May, 1957, was reviewed.

3. The Budget Balance Sheet ending May 31, 1957, was reviewed.

4. It was moved and supported that the Manager be authorized to attend the International Association of Auditorium Managers Convention in New York City from July 9 through July 14, 1957.

Motion carried.

5. It was moved and supported that purchase orders and vouchers as listed be approved: No. 1515 Shaw-Winkler, \$414.50; No. 1827 Runnell Studios, Inc., \$711.48; No. 1848 Schaberg-Dietrich Company, \$342.37; Voucher: Board of Water & Electric Light, \$2,705.37; No. 1849 IBM, \$502.00.

Motion carried.

G. New Business:

1. Communications.

a. A copy of a letter dated May 24, 1957, and addressed to the Ways & Means Committee of the City Council was read. It concerned purchase and payment of an electric typewriter instead of a standard model, which was approved by the

Commission in April as an expenditure from the 1956-57 budget. Commission authorized as the purchase as indicated in Par. F-5 above.

b. A communication from the City Attorney was read regarding policy procedures for the Commissions and Boards. The matter was tabled until the next regular meeting.

2. A report was made regarding the posting of theatre show cards on city trash cans and necessary action taken to remove them.

H. Announcements:

Inasmuch as the next regular meeting was scheduled for July 3, 1957, immediately before the holiday, the members of the Commission will be notified regarding the date of next meeting.

I. Meeting adjourned at 9:25 P.M.

WILLIAM P. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, July 31, 1957

A. Meeting called to order at 7:30 p.m.
by Chairman John Gray.

B. Roll Call:

Present—Commissioners Gray, Gunnell, Griffen, Kelly, Rogers, Lamerson, and Manager Ziogas.

Absent—Commissioners Schultz and Maynard.

C. It was moved and supported that the Minutes of the Regular Meeting of Wednesday, June 19, 1957, be approved as read.

D. Committee Reports: None.

E. Unfinished Business:

1. Election of Officers—It was agreed that the annual election of officers would be tabled until the last item on the agenda.

2. Communications—A letter from the City Council was read, approving the recommendation of the Civic Center Board for the use of the main auditorium by the Community Chest in their fall campaign.

3. Adoption of rules for administrative procedures by Commissions as outlined by the City Attorney.

The Operation and Policy Committee was instructed to review the Constitution of the Civic Center Board and to report back to the Board any amendments necessary in order to comply with the administrative procedures as outlined by the City Attorney.

F. Manager's Report:

1. The Manager gave a lengthy report on his attendance at the IAAM Convention in New York.

2. As a result of the survey by the

Michigan Bell Telephone Company, it has been determined that better service can be rendered by the installation of two private telephone booths and the elimination of some of the present stalls.

3. The Manager gave a report on long-range bookings for the main auditorium. For example, state tournament basketball has been scheduled for the main auditorium through 1963.

4. The Manager gave an extensive report regarding maintenance being completed in the Civic Center during the summer months. Considerable difficulty has been encountered with overlapping of the wooden doors throughout the building. Also extensive repair has been made to the metal doors which have proved very unsatisfactory. As much of this work as possible has been completed by the Civic Center staff.

5. The building rental report for June 1957 was reviewed.

6. The monthly operating statement for June 1957 was reviewed.

7. The budget balance sheet ending June 30, 1957, was approved.

8. It was moved and supported that Purchase Order No. 1845 to the Michigan Company for \$206.91 and a voucher to the Board of Water and Light for \$2,519.97 be approved.

Motion carried.

G. New Business—A communication from the City Council regarding the payment of compensatory time to Mr. Herbert C. Scott, former Building Maintenance Superintendent was read.

1. The Chairman of the Personnel and Salaries Committee was instructed to write to the Civic Center Committee of the City Council informing them that Mr. Scott had to his credit 1,793 hours of compensatory time off at the time of his resignation. Further, that it was the understanding of the Manager of the Civic Center and the Civic Center Board that this time was to be used as compensatory time off. It was moved and supported that this information be referred to the Personnel and Salaries

Committee of the City Council for the proper action under the existing rules and regulations of the Personnel Department of the City of Lansing.

2. Commissioner Rogers reported on the result of a survey of the air conditioning possibilities of the office building.

3. It was moved and supported that a communication to the Civic Center Committee of the City Council be prepared, requesting a meeting with them on the catering situation in the Civic Center at their early convenience.

Motion carried.

4. Election of Officers

Commissioner Rogers was nominated for the position of Chairman. It was moved and supported that a unanimous ballot be cast for Mr. Rogers.

Motion carried.

Commissioner Lamerson was nominated for the position of Vice-Chairman. It was moved and supported that a unanimous bal-

lot be cast for Mr. Lamerson for the office of Vice-Chairman.

Motion carried.

Commissioner Maynard was nominated for the position of Secretary. It was moved and supported that a unanimous ballot be cast for Commissioner Maynard for the position of Secretary.

Motion carried.

It was moved and supported that the records show that the Commissioners highly commend Chairman Gray and the other officers for their work during the past year.

Motion carried.

H. Announcements

Chairman Rogers announced that the next meeting of the Civic Center Board would be held on Wednesday, August 21, 1957.

I. Meeting adjourned at 10:15 p.m.

FRANCIS P. KELLY,
Acting Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, September 18, 1957

September 18, 1957.

A. Meeting called to order by Chairman Rogers at 7:40 p.m.

B. Roll Call

Present: Commissioners Rogers, Lamer-son, Maynard, Gray, Schultz, Gunnell, Griffin and Manager Ziogas.

Absent: Commissioner Kelly.

C. Minutes for meeting of September 4th were read and approved.

D. Report of Committees

1. Personnel and Salaries—Commissioner Schultz read a list of rules governing overtime policy for all salaried employees of the Civic Center. This report was approved by the Commission and the Chairman was instructed to send copies of the approved policy to Mayor Crego, Mr. Dan Bodwin and Mr. Joe Lavey for their necessary action.

E. Unfinished Business

1. Manager Ziogas reported that four (4) caterers had submitted checks covering kitchen shortages as pro-rated and that the remaining caterers would probably forward their checks within the week.

2. Manager Ziogas gave a detailed report on the repair and operation of the parking lot gates. After a discussion, it was moved and supported that the keys issued to the City Hall be returned and kept at the Civic Center. Further, that proper accounting of monies be made and appropriate receipts be issued.

Motion carried.

F. Manager's Report

1. Operating Statement for August was reviewed.

2. Budget Balance sheet for August was reviewed.

3. Report was made on a two-column article concerning public relations at the Civic Center that appeared in September issue of BILLBOARD.

4. It was moved and supported that Purchase Orders No. 2043 to Hayes Electric Company for \$360.67; No. 1925 to Hanel-Vance Construction Company for \$643.79; Voucher to Board of Water and Light for \$1,763.40 be approved.

Motion carried.

G. New Business

1. Chairman Rogers reported on the advantages to office-building tenants and management when leases expire on the same date. It was moved and supported that all new leases for the tenants in the office-building expire on December 31, 1958, and that future leases be negotiated for one (1) year thereafter.

2. Manager Ziogas presented and discussed a questionnaire on Utilities, Air-conditioning and Liquor which will be sent immediately to all Auditoriums in the United States and Canada. A tabulation of the results will be presented at the next meeting.

3. As per verbal request of Mr. Dan Bodwin to the manager, a copy of Commissioner Kelly's letter concerning action taken on accumulated compensatory time of Mr. Herbert C. Scott, will be forwarded to Mr. Joe Lavey, City Attorney.

H. Announcements

Chairman Rogers stated that the next regular meeting would be held on Wednesday, October 2, 1957, at 7:30 p.m.

I. Adjournment

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

GEORGE F. MAYNARD,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER COMMISSION OF THE CITY OF LANSING

Proceedings, October 16, 1957

A. Meeting called to order by chairman Rogers at 7:35 p.m.

B. Roll Call.

Present: Commissioners Rogers, Lamerson, Gray, Schultz, Gunnell, Griffin, Maynard and Manager Ziogas.

Absent: Commissioner Kelly.

C. Minutes for meeting of September 18, 1957, were read and approved.

D. Report of Committees—none.

E. Unfinished Business.

1. Manager Ziogas reported that all kitchen shortage fees have been paid except for two caterers and that the unpaid amount is \$161.30.

2. Manager Ziogas reported that all keys to the parking lot entrance mechanisms have been returned from the City Hall. Further, a detailed report was made on the parking lot operation and advised that a new cash counter will be installed at south entrance gate.

3. After considerable discussion of the Compensatory Time Amendment to Rules and Regulations for Salaried Employees of the City of Lansing as prepared by Personnel Office, the entire matter was referred to the Personnel and Salaries Committee for necessary action.

F. Manager's Report.

1. A review of action taken by the Manager concerning request of Women's Benefit Association for regular meeting room in Veterans Section was presented.

The Commission concurred with the procedure used in denying this request.

2. Manager presented and discussed the Ad which was placed in the Auditorium-Arena Issue of BILLBOARD, a leading journal in the entertainment field.

3. Building Rental Report for September was presented and reviewed.

4. Budget Balance Sheet ending September 30th was presented and reviewed.

5. Operating Statement for September was presented and reviewed.

6. It was moved and supported that Purchase Orders No. 2011 to Ornamental Iron Works for \$346.26; No. 2033 to Hayes Electric Co. for \$970.80; No. 2100 to Paramount Industrial Products Co., for \$396.10; No. 2109 to Billboard Publishing Co. for \$354.09; No. 2114 to Hayes Electric Co. for \$243.53; voucher to Board of Water and Electric Light Commissioners for \$1,893.82 be approved.

Motion carried.

G. New Business.

1. A letter was read from V.F.W. Band—Post No. 701, requesting permission to promote dances every other Saturday night in the Small Auditorium. This communication was referred to Commissioner Griffin and Manager Ziogas for necessary action.

2. A communication from Mr. Victor G. Leyrer of the Planning Board and addressed to all boards and departments of the City was read. After a discussion, it was decided that a letter be prepared and inform the Planning Board that no recommendations can be made at this time.

3. A letter from the Ladies Auxiliary of Catholic War Veterans, requesting a

serving cart for use by various veterans organizations was presented. Manager Ziogas reported that a cart had been purchased and delivery would be made immediately. This action was approved.

4. The resolution establishing a deadline for all material submitted to City Council for any action, as prepared by Councilman Murningham and adopted by the Council on September 30th, was read and discussed.

5. Chairman Rogers gave a report on the last meeting of the Mayor's Cabinet of which he is a member. A room at the Civic Center was offered to Mayor Crego as a place to conduct the next meeting.

6. Manager Ziogas reported on the Utilities, Airconditioning, and Liquor Questionnaire that was mailed to 132 Auditorium Managers in the U. S. and Canada. A total of 93 replies were received and the valuable information was tabulated.

7. A communication was received from the Lansing Chapter of the American Red Cross requesting free rental of the Dining Room or at a reduced rate. Request for free rental was denied but the Manager was instructed to inform them of the existing non-profit rate.

8. A letter was received from the employees of the Civic Center concerning purchase of uniforms. The matter was discussed and referred to Commissioner Schultz and Manager Ziogas for further study.

H. Announcements.

None.

I. Adjournment.

Meeting adjourned at 11:15 p.m.

GEORGE MAYNARD,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 20, 1957

November 20, 1957.

A. Meeting called to order by Chairman Rogers at 7:40 P.M.

B. Roll Call

Present—Commissioners Rogers, Gray, Gunnell, Griffin, Kelly, Maynard and Manager Ziogas.

Absent—Commissioners Lamerson and Schultz.

C. Minutes for meeting of October 16, 1957, were read and approved as corrected.

D. Report of Committees—None.

E. Unfinished Business

1. The matter of recommendations for 6 Year Capitol Development Program as requested by the Planning Board was reconsidered and no further action was taken. Manager Ziogas was instructed to send a communication to Mr. Victor G. Leyrer and inform him of this decision.

2. A copy of the Rules of Procedure for the Civic Center Board was issued to each member for study and review. This matter was tabled and further action will be taken at the next regular meeting.

F. Manager's Report

1. Manager Ziogas read 2 communications addressed to Ways & Means Committee of the City Council regarding (1) Transfer of Funds and (2) Payment for Carpeting.

2. A copy of letter sent by Major General George C. Moran to City Hall commending the employees of the Civic Center for their cooperation during the recent National Guard-Fifth Army Area Conference was read.

3. Building Rental Report for October was presented and reviewed.

4. Budget Balance Sheet ending Oct. 31 was presented and reviewed.

5. Operating Statement for October was presented and reviewed.

6. It was moved and supported that purchase orders No. 2030 to Wedemeyer Electronic Supply Co. for \$1,253.79; No. 2136 to Jon Anthony Florist for \$204.40; No. 2121 to Edward Don & Company for \$311.64; vouchers to Board of Water &

Electric Light for \$3,056.49; City Sewer Cleaners for \$200.00; and Public Service Dept. for \$244.97 be approved. Motion carried.

G. New Business

1. Attorney Ted Swift, representing Mr. Al Ginsberg of Grand Rapids, Michigan, requested information on rental policy for promotion of Teen-Age Dances. Mr. Swift was informed that the City Recreation Dept. promoted dances nearly every other week and this type of program was sufficient to meet the needs of the Teen-Agers.

2. Chairman Rogers discussed the organization of the Centralized Purchasing Dept. for the City of Lansing as prescribed in new City Charter. The Commission decided to study and review the subject more thoroughly and make recommendations at a later date.

3. A communication regarding new budget estimates from Mr. Robert E. Sanderson, City Comptroller, was discussed. Manager Ziogas informed the Commission that the 1958-59 budget, due February 3, 1958, was being prepared and will comply with provisions as outlined in the City Charter.

4. Representatives of the Junior Chamber of Commerce appeared before the Commission and requested a reduction of the commercial rental rate used for Main Auditorium during the recent sponsorship and promotion of the Passion Play. Chairman Rogers referred this request to the Operating and Policy Committee for necessary action.

5. Commissioner Gray proposed that two men be stationed at the entrance gates of the parking lot during peak traffic hours in the evening to expedite the parking of incoming vehicles.

Matter was referred to Manager Ziogas.

H. Announcements

Chairman Rogers stated that next regular meeting would be held on Wednesday, December 4, 1957, at 7:30 P.M.

I. Adjournment

Meeting was adjourned at 9:55 P.M.

GEORGE F. MAYNARD,
Secretary.